



REQUEST FOR COURSE CONSIDERATION



Name of Professional

Subject Professional Teaches

Primary Building Professional is Assigned

Name of College or University Where Course is to be Taken

Name of Course

Course Number

Number of Credits

Date Course Begins

Date Course Ends

Mark All That Apply:

Enrolled in the Graduate School

Graduate Level

Undergraduate Level

Toward a Degree

Request to have Graduate School (up to Kutztown University rate) paid

Request to have Credits Applied to the Increment Program

Date:

For Superintendent's Office Use Only

Approved for Reimbursement (up to Kutztown University rate).....

Approved Increment Program.....

School Year in which Credits Are Applied (12 Credit Maximum)

Superintendent's Signature _____ Date

Forward completed form to the Superintendent's office via email to Lisa Tkach, tkachl@cattysd.org. Upon approval, you will receive a fully executed copy from Mindy Redline, Human Resources Specialist. After completion of course, forward Transcripts (grades), itemized receipt, and proof of payment to Mindy Redline for course reimbursement.